

**Board of Directors Executive Session**

---

**I. Call to Order** Click or tap to enter a date.

**II. Attendance/is there a quorum present?**

- a. Jon Hall – President
- b. Ken Dwyer – Vice President
- c. Robert Sladek – Secretary/Webmaster
- d. Alice McCalla – Treasurer
- e. Ross Paternoster –Director
- f. Theo Presswood – Director
- g. Darcy Loerch – Director
- h. Amanda Cox – Associa Mgr.

**III. Special Visitor(s)**

NAME	Discussion Topic(s)
_____	_____
_____	_____
_____	_____

**IV. Agenda**

Proposed Changes:	Accepted?
_____	_____
_____	_____
_____	_____
Motion to Approve	Second
Choose an item.	Choose an item.
	Aye
	Nay
	Result

**V. Approval of Minutes**

Proposed Changes:	Accepted?
_____	_____
_____	_____
_____	_____
Document Title	Motion to Approve
<b>May Minutes (Exec.)</b>	Choose an item.
<b>July Minutes (Exec.)</b>	Choose an item.
	Second
	Aye
	Nay
	Result

**VI. Calendars**

- a. Review Annex A
- b. Meeting Calendar for CY2019

**Board of Directors Executive Session**

Month (CY2019)	Date	Day	Week		Month (CY2019)	Date	Day	Week
Jan	23	Wed	4th		Jul	25	Thu	4th
Feb	20	Wed	3rd		Aug	22	Thu	4th
Mar	27	Wed	4th		Sep	26	Thu	4th
Apr	25	Thu	4th		Oct	24	Thu	4th
May	23	Thu	4th		Nov	21	Thu	3rd
Jun	27	Thu	4th		Dec	19	Thu	3rd

**VII. Delinquencies**

- a. Discussion from Financial Report
- b. Delinquencies (Waive the low fees <\$35.)

**VIII. Old Business/New Business**

- a. ACC – Report (Executive)
- b. Action Items
  - i. Review/Update Old Actions (action items list).
  - ii. New Actions:

Assigned	Action	Due Date

- c. Recurring violation notices to homeowners – Review
- d. Other Topics

**IX. Adjourn Executive Session**

- a. Adjournment Time Click or tap to enter a date.

Motion	Second	Aye	Nay	Result
Choose an item.	Choose an item.			

**X. Annex A: KWPOA BOD Annual Calendar**

**XI. Annex B: KWPOA Roles and Responsibilities**

These Minutes were reviewed and approved by KWPOA BOD on , 2019

\_\_\_\_\_  
Jon Hall: President (2019)

\_\_\_\_\_  
Date

Annex A: KWPOA BOD Annual Calendar

KWPOA Annual Calendar and Action List				
	ACTIONS	Meetings	Events	
JAN	1	o--Mail Notice of Annual Meeting in Feb (30 day notice)	<i>Dues - Semiannual</i>	
	2	(Notice includes request for nominations)		
	3	o--Review Annual Minutes / Financial Statement		Monthly Meeting -- Preparation for Annual Meeting
	4	o--Decision req'd: Continue w HCMS? 30day notice by 28th Jan		
FEB	1	<b>o--Handcarry Proxies / Request for Nominations</b>		
	2	o--Insurance quotes expected for Property & BoD Liability		
	3	o--Elect new Directors. Elect Officers	<b>ANNUAL MEETING / ELECTIONS / HCMS support @ MEETING</b>	
	4	o--Notify HCMS of updated Roster of Directors and Officers		
MAR	1	o--U/D Web site BoD list / signature authorities (HCMS & Bank)		
	2	o-- Insurance quote expected for Flood		
	3	o--Renew Insurance -- Property & BoD Liability	Monthly Meeting	
	4	o--Complete Fraud Risk Inquiry / Legal issues letter for Auditors		
APR	1			
	2	o--Renew Flood Insurance		
	3	o--Renew Electricity contract?	Monthly Meeting	
	4			
MAY	1	o--Renew Landscaping contract??		
	2			
	3		Quarterly Meeting / HCMS support @ Meeting	
	4		Memorial Day	
JUN	1			
	2			
	3		Monthly Meeting	
	4			
JUL	1		<i>Dues - Semiannual</i>	
	2		4th of July	
	3		Monthly Meeting	
	4			
AUG	1			
	2			
	3		Quarterly Meeting / HCMS support @ Meeting	
	4			
SEP	1		Labor Day	
	2			
	3	o--Request Treasurer to draft budget for following year.	Monthly Meeting	
	4			
OCT	1	o--Auditor contract		
	2	o--HCMS completes IRS tax & TX franchise tax filings		
	3	o--Verify tax filings completed by HCMS	Monthly Meeting - Review proposed budget for next year	
	4	o--Submit Annual Budget to HCMS/Letter to Prop Owners on change	Halloween	
NOV	1	o--HCMS submits Mailout request to their contractor		
	2			
	3		Quarterly Meeting / HCMS support @ Meeting	
	4	o--Poll previous Directors on interest in running for election	Thanksgiving	
DEC	1			
	2	o--Request HCMS issue Notice of Annual Meeting in Feb		
	3		Monthly Meeting	
	4		Holiday Season	

# KirbyWoods Property Owners Association

## Board of Directors Executive Session

Thursday, August 22, 2019

